

**INVITATION FOR BIDS
IFB
SET-ASIDE FOR DMBE CERTIFIED SMALL BUSINESSES**

Issue Date: February 2, 2007

Reference No: FS07018

Title: Furniture Installation and Moving Services

Commodity Codes:
93145 & 96256

Issuing Agency:

Commonwealth of Virginia
Department of Motor Vehicles
2300 West Broad Street
Richmond, Virginia 23220

**Using Agency And/Or Location
Where Work Will Be Performed:**

Same As Above

Period Of Contract: From Date of Award through April 1, 2008 (*Renewable)
(Three (3) Successive One Year Renewal Periods)

SEALED Bids Will Be Received Until 3:00 p.m. on March 8, 2007 For Furnishing The Services Described Herein, And Then Opened In Public at 3:00 p.m., March 9, 2007.

AWARD TO MULTIPLE BIDDERS: The Department of Motor Vehicles (DMV) reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. DMV reserves the right to conduct any tests it may deem advisable and to make all evaluations. DMV also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

All Inquiries For Information Should Be Directed To: Michael G. Baxter, Director of Facilities: Phone: (804) 367-0048, Fax: (804) 367-6676.

IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO: Department of Motor Vehicles, Facilities Services and Planning Administration, 2300 West Broad Street, Security Desk, Richmond, Virginia 23220.

In Compliance With This Invitation For Bids And To All The Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish The Services At The Price(s) Indicated In Section IX, Pricing Schedule.

Virginia Contractor License Number: _____

Name And Address Of Firm:

Date: _____

By: _____

Signature In Ink

_____ Zip Code: _____

Name: _____

Print

FEI/FIN NO. _____

Title: _____

Telephone Number: (_____) _____

Cell Phone Number (_____) _____

Certified Small Business with DMBE: ____ Yes ____ No

PRE-BID CONFERENCE: An **Optional** Pre bid Conference Will Be Held On **February 15, 2007 At 10:00 AM** at the DMV Headquarters Building, 2300 West Broad Street, Conference Room 702, Richmond, Virginia 23220.

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I. PURPOSE:

The intent and purpose of this Invitation For Bids is to establish a firm price contract with one or more qualified individuals or firms to provide furniture installation & reconfiguration services, simple design layout services, and materials moving labor at the Department of Motor Vehicles (DMV) an agency of the Commonwealth of Virginia.

II. GENERAL INFORMATION:

The Department of Motor Vehicles Headquarters building is a 9 story, 310,000 square foot facility. Each floor has multiple employee work centers that utilize modular or component type furniture. Multiple furniture reconfigurations and department relocations occur each year due to changing agency goals and responsibilities.

Normal operating hours for the Headquarters building are 8:00 a.m. to 5:00 p.m.

DMV's offices will be closed the following observed State Holidays:

New Year's Day	Labor Day
Lee - Jackson Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
George Washington's Day	Thanksgiving (2-Day Holiday)
Memorial Day	Christmas Day
Independence Day	

DMV will select the "**First Contractor**" listed. If that Contractor is unavailable or cannot provide the service as requested, DMV will document the file and proceed to the "**Second Contractor**" listed. If the second Contractor is unavailable or cannot provide the service as requested, DMV will document the file and proceed to the "**Third Contractor**" listed. If none of the Contractors can provide the service as required, DMV may proceed to purchase the services using appropriate purchasing procedures in accordance with the Code of Virginia.

III. SCOPE OF WORK:

A. Furniture Installations/Reconfigurations and Simple Design

The Contractor(s) shall furnish all labor, supervision, equipment, tools, materials and incidentals necessary to furnish and install office systems, furniture, case goods, and seating.

Bidder shall have a minimum of one year experience in installing a panel-to-panel system and shall furnish this information with the bid (see Attachment A, Vendor Data Sheet). Acceptable systems are: Krueger International/OEI, Steelcase, Knoll/Westinghouse, and Hermann Miller. The Bidder shall submit a portfolio (three-ring binder including, as a minimum, photographs and drawings of installations) representative of the one or more years of installation experience. The portfolio is to contain the number of workstations in the jobs, value of the installations, and time frame to complete the installation. This is to be provided for at least three of the largest jobs. The Bidder must provide the largest number of jobs, including locations, worked.

The Scope of Work shall include, but is not limited to the following:

1. DMV will schedule installations with a Contractor six (6) calendar days prior to the customer's installation date. Due to emergencies, there may be some instances where a six day notice cannot be provided. DMV shall provide the Contractor with as much notice as possible on any large projects pending.
2. Office systems furniture, freestanding component furniture, seating and case goods will be existing on site, or delivered to the DMV Headquarters loading dock.

3. Contractor shall be responsible for inventory of shipment, unloading, and installation.
4. The manufacturers Packing Slip shall be used to inventory product as loaded and the Contractor shall provide written list of overages, shortages, and damages to the DMV Project Manager.
5. The DMV Project Manager shall be responsible for reviewing installation plans with the Contractor and scheduling delivery dates of new product.
6. Contractor shall have knowledge of CAD generated overall plans and installation drawings to be used to properly stage and install product. Contractor shall install office systems in accordance with systems layouts provided by Virginia Correctional Enterprises or other furniture manufacturers.
7. Contractor shall make every effort to coordinate the installation with other building contractors, such as electrical and communication.
8. Contractor shall connect the electrical system in acoustical panels to power base or top feeds. Top or base feeds shall be positioned in accordance with system layouts to enable the building electrician to connect to power source.
9. Contractor shall use the highest level of installation accuracy, quality, efficiency, and excellent customer service skills through trained personnel and constant supervision.
10. Contractor's site supervisor shall meet with the DMV Project Manager, daily with progress reports which highlight the work in relation to the installation timeline.
11. Contractor shall be responsible for any product damaged during loading, unloading and installation. Product damaged by the Contractor shall be reported to the DMV Project Manager immediately and replaced at Contractor's expense. Contractor shall install these components at their expense.
12. Contractor shall accurately complete a Punch List upon completion of the installation to ensure a finished product as per design specifications. Contractor shall be responsible for final sign-off by the DMV Project Manager.
13. Contractor shall perform loading, unloading, and installation services on weekends.
14. Contractor shall provide for the daily removal of all trash, boxes, etc. from the various work centers of the job site. Removal of debris is defined as all boxes and wrappings in which product was shipped. DMV shall provide a trash dumpster to collect all job site trash materials.
15. Contractor shall completely clean all areas upon completion of the install. Contractor shall vacuum all areas, wipe all work surfaces, glass, remove tape and tape residue. This includes office systems, freestanding component furniture, case goods, and seating. Contractor shall ensure all items are in working condition before leaving customer area, i.e. flipper doors open smoothly and are level, laterals and peds open smoothly, all lock mechanisms work, all task lights are in working order and cords are secured. Contractor employees shall answer any questions or demonstrate to the customer workings of the product such as task lights, keypads, etc.
16. The DMV Project Manager shall coordinate meetings with the Contractor and the customer to discuss furniture reconfigurations. The Contractor shall supply simple drawings for reconfigurations to ensure an understanding of the customers' needs. The DMV Project Manager shall approve all plans and will be responsible for ensuring the availability of the necessary product to complete the job.
17. Contractor shall be responsible for supplying tools, dollies, hand trucks, etc. which are needed to perform the installation service.

B. On Call Hauling, Moving and Labor Service

The Contractors shall furnish, on an "on call" basis, all services, labor, travel, supervision, tools, materials, and equipment, as necessary, to relocate office furniture, equipment and other property as requested by DMV.

Some examples of the types of hauling, moving and labor service requirements that DMV may request but are not limited to are listed below.

- a. Relocate furniture, equipment, and boxes of items from one room to another; one floor to another; one building to another. Boxes may be packed/unpacked by DMV or the Contractor.
 - b. Load/transport/unload agency scrap surplus property to city or county landfills.
 - c. Load/transport/unload agency surplus property to a designated warehouse.
1. The minimum time for any one requirement for use of this service is established at three (3) hours. DMV may utilize this contract for less-than minimum requirements; however, a minimum charge of three (3) hours for any one applicable labor rate will apply. The minimum shall not apply to vehicle rates.
2. The response time for the Contractor contacted by DMV shall be within forty-eight (48) hours. The Contractor shall schedule a mutually convenient appointment with DMV to provide an estimate of the proposed work within this forty-eight hour period.
3. Service shall be provided typically during normal work hours; however, the Contractor shall provide service during hours outside of normal work hours if requested by DMV. Normal work hours shall be from 8:00 A.M. to 5:00 P.M. Monday through Friday, excluding Commonwealth of Virginia holidays, and all categories shall be billed at the regular hourly rates.
4. For service provided during hours other than the established normal work hours, labor may be billed by the Contractor at the overtime rate; however, there shall be no overtime rate for vehicles. The labor, truck, van, and tractor trailer hourly rate shall apply only to hours work is actually performed.
5. Labor rates shall not apply to travel time to and from the work site, lunch or other breaks.
6. The Contractor and his/her personnel shall log in with the DMV Project Manager at the work site each day before and after work to confirm labor hours.
7. Contractors must have a valid *Property Carrier Authority Permit* issued by the Commonwealth of Virginia Department of Motor Vehicles. For information, contact the Department of Motor Vehicles *Motor Carrier Services Line* at 1-866-878-2582 (toll free). The Contractor shall maintain a valid *Property Carrier Authority Permit* during the term of the contract.
8. Upon receipt of a request from DMV, the Contractor shall visit the work site, meet with the DMV Project Manager, and perform a "walk through" to carefully examine the work site which is required to acquire a full understanding of the proposed work and timetable to be accomplished. The agency will assist the Contractor in identifying all work to be performed including identifying all equipment, furniture, and other articles to be moved, items that require assembling and disassembling, specialized work that requires skilled labor that may be performed by others, location of elevators and building entrances that the Contractor may utilize, possible parking locations as applicable, which party will perform any required packing and unpacking, which party will be responsible for picking up and returning boxes, security requirements, and all locations involved. The value of items to be moved will be identified by DMV.
9. The Contractor shall furnish DMV a written estimate of the total costs to complete the work, detailing all applicable rates and hours for costs such as van, truck, tractor trailer, driver/supervisor, helper, skilled labor, boxes, additional moving insurance if applicable, and packing materials to be used based on the agency site visit. The estimate shall also include the timetable for the move, including specific dates for the start and completion of the move. The estimate shall also include the mileage costs if the "move from" site is over thirty (30) miles from the Contractor's site, and if the "moved to" site is over thirty (30) miles from the Contractor's

site. The first thirty (30) miles to the "move from" site and the first thirty (30) miles from the "moved to" site shall not be invoiced. Mileage shall not apply between the "moved from" and the "moved to" site (hourly rates shall apply to this time.) NOTE: Only one trip to the "move from" site and only one trip from the "moved to" may be invoiced daily and only for the miles over thirty (30). The estimate shall also include the mileage costs for delivery and pickup of boxes and packing supplies, and for trash pickup. The estimate shall also include any packaging materials, marking labels and tape used during a job that shall be charged to the agency at the Contractor's actual cost. Submittal of a written estimate of the total costs constitutes certification that the Contractor has inspected the DMV work site to his/her satisfaction and is aware of the conditions under which the work must be accomplished. If the agency determines that the estimated price is not fair and reasonable, or that the timetable for the move offered by the Contractor is not acceptable, DMV has the right to ask the contractor to reevaluate the estimate and/or the move timetable. If the revised estimate is determined to be not fair and reasonable, or the revised timetable is not acceptable, DMV reserves the right to obtain additional quotes from other vendors. NOTE: The actual charges invoiced shall not exceed the written estimate by more than the following amounts unless prior written approval in the form of a Purchase Order Change has been issued by the DMV.

WRITTEN ESTIMATE AMOUNT OVERRUN AMOUNT

Less than \$ 300.00 None

\$ 300.01 - 500.00 \$ 75.00

500.01 - 1,000.00 100.00

1,000.01 - 2,000.00 150.00

NOTE: Terms and Conditions of this contract shall apply to all work. NO OTHER TERMS AND CONDITIONS SHALL APPLY UNLESS A CONTRACT MODIFICATION HAS BEEN APPROVED IN WRITING BY DMV. Contractor's forms may be utilized for the estimates, but any terms and conditions on such forms shall be void.

11. The contractor and his/her personnel shall log in with the DMV Project Manager each day before and after work to confirm labor hours.
12. Packing may be performed by the Contractor or DMV, as mutually agreed upon at the site visit.
 - a. If DMV plans to perform the packing, the Contractor shall furnish DMV a sufficient supply of returnable boxes in good condition, tape, labels, etc. for packing by DMV as may be determined during the inspection of the work site. NOTE: If DMV elects to perform the packing, the Contractor will not be held responsible for concealed damage due to faulty or poor packing. The Contractor shall advise DMV whenever faulty packing is a concern. DMV may pick up the boxes and packing supplies; however, the Contractor shall deliver the requested boxes and supplies if requested by DMV at the rate established within. The Contractor shall provide a packing list to DMV identifying all items and quantities of each delivered or picked up. Upon receipt, DMV will verify all quantities and report to the Contractor any discrepancies for corrective action. (Boxes shall be invoiced at Contractor's quoted contract rate. Other supplies shall be invoiced at Contractor's actual invoiced cost. Verification of the Contractor's costs shall be provided to DMV if requested.) The returnable boxes shall be the standard folding office moving tote cartons that are approximately 2.0 to 2.5 cubic feet in capacity.
 - b. The Contractor shall perform any packing as may be required or as identified by DMV during the site inspection, to adequately protect the property from damage during the move. The Contractor shall protect any equipment containing drawers, doors or panels by strapping or other methods commonly accepted by the industry. The Contractor shall disassemble/dismantle any item, as necessary and mutually agreed upon, to facilitate moving and shall reassemble at the new location.
13. The Contractor shall furnish to the agency any labels required to identify boxes and property which will be used by DMV to mark all property with the specific location where the property is to be placed when delivered and identify breakable/fragile items. The Contractor shall mark each box/container not packed by owner with a description of contents and specific location (provided by DMV) where the property is to be placed when delivered. DMV will not mark up the boxes intended to be returned other than by use of labels so that the boxes can be re-used. The Contractor shall provide a protective material as may be appropriate to adequately protect all floors and/or carpets to prevent damage while moving the items. Similar care shall be taken to prevent damage to grounds, shrubs, etc.

14. Upon completion of relocation, the Contractor shall unpack returnable boxes/containers as previously identified by DMV during the inspection of the work site and therefore on the estimate. The Contractor shall remove all trash accumulated as a result of the work and unpacking prior to leaving DMV's site. If requested by DMV, boxes unpacked while Contractor is on site and unused packing materials shall be picked up and returned by the Contractor, after the quantities are mutually agreed upon. DMV may return remaining unpacked boxes and packing supplies that were not utilized (not opened) for seven (7) days following the completion of the job. If requested by the Agency, the Contractor shall return to DMV's site within the seven (7) days to pick up any remaining empty returnable boxes/containers and unused packing materials, quantities of which shall be mutually agreed upon, as well as any trash accumulated as a result of unpacking. DMV cannot require the Contractor to remove any other trash other than packing materials, etc. from the move. The Contractor will not be required to remove any other agency generated trash. All returnable boxes/containers and unused packing supplies shall be credited back to DMV. The resulting invoice shall identify all items returned for credit.
15. For the purposes of this contract, a van is considered to be a small vehicle approximately the size of a Ford Econoline 150 services van. A truck is considered to be a vehicle approximately 25 feet long. Any packaging materials, marking labels and tape used during a job shall be charged to the agency at the Contractor's actual cost.

IV. CONTRACTOR'S PERSONNEL:

1. General Requirements:

- (a) Contractor will screen and employ only qualified personnel who will be skilled in the performance of their duties and acceptable to DMV. Contractor agrees to immediately remove any employee DMV determines to be unacceptable.
- (b) Contractor agrees to have his/her employees follow all reasonable security procedures requested by DMV.
- (c) The Supervisor shall be responsible for the conduct and performance of the Contractor's employees, and compliance with the following rules:
- (d) Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted in the building or on the property.
- (e) No loud or boisterous conduct will be permitted.
- (f) Contractor's employees shall be dressed in proper attire for state office buildings with company names on shirts. A pictured ID must be worn at all times while on site at DMV.

Upon award of contract, the Contractor shall certify that all personnel assigned to work at DMV has obtained a criminal history background check and that no incidents of a felony or larceny crime exist by signing Attachment B, and indicating the assigned personnel name, social security number, birth date, address and telephone number.

DMV reserves the right to request removal of any of the Contractor's employees from the building or property at any time for reasonable cause. The Contractor or the designated supervisory representative shall have such employee leave the facility premises upon receipt of such request.

- V. PRE-BID CONFERENCE:** An **optional** pre-bid conference will be on **February 15, 2007 At 10:00 AM** at the DMV Headquarters Building, 2300 West Broad Street, Conference Room 702, Richmond, Virginia 23220. The purpose of this conference is to allow potential Bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all Bidders having a clear understanding of the scope of work and requirements for this solicitation, attendance at this conference is recommended.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VI. GENERAL TERMS AND CONDITIONS:

- A. VENDOR'S MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendor's Manual* and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals".
- B. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that DMV shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- C. APPLICABLE LAW AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The Contractor shall comply with applicable federal, state, and local laws and regulations.
- D. ANTI-DISCRIMINATION: By submitting their bids, Bidders certify to DMV that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and Section 11-51 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, Section 11-35.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this contract, the Contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- E. ETHICS IN PUBLIC CONTRACTING: By submitting their bids, Bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged.
- F. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids, the Bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- G. DEBARMENT STATUS: By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting Bids on contracts by any agency of the Commonwealth of Virginia.
- H. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title, and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- I. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. **Return of the complete document is required.** Modification of or additions to any portion of the Invitation for Bid may be cause for rejection of the bid; however, DMV reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, DMV may, in its sole discretion, request that the Bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- J. CLARIFICATION OF TERMS: If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- K. PAYMENT:
 1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the Department of Motor Vehicles, Financial Management Services, P.O. Box 25700, Richmond, Virginia 23260. All invoices shall show the state contract number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that those charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia* § 2.2-4363).

2. **To Subcontractors:**

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from DMV for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify DMV and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from DMV, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of DMV.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition of the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

- L. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- M. QUALIFICATIONS OF BIDDERS: DMV may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the work/furnish the item(s) and the bidder shall furnish to DMV all such information and data for this purpose as may be requested. DMV reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. DMV further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy DMV that such bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- N. TESTING/INSPECTION: DMV reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specifications.
- O. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of DMV.
- P. CHANGES TO THE CONTRACT: Changes can be made to the contract in any one of the following ways:
1. DMV may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to things such as the method of packing or shipment and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give DMV a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to DMV's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the Contractor to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present DMV with all vouchers and records of expenses incurred and savings realized. DMV shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to DMV within thirty (30) days from the date of receipt of the written order from DMV. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Vendor's Manual. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by DMV or with the performance of the contract generally.
 2. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- Q. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, DMV, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which DMV may have.

- R. **INSURANCE:** By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*.

The Bidder further certifies that the contractor and any subcontractor will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract DMV reserves the right to require the Contractor to furnish certificates of insurance for the coverages required.

Insurance Coverages and Limits Required:

Workers' Compensation--Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

Employers Liability - \$100,000.

Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The DMV must be named as an additional insured and so endorsed on the policy.

Automobile Liability - \$1,000,000 – Combined single limit.

A thirty days' written notice of cancellation or nonrenewal shall be furnished by certified mail to DMV at the address indicated on the solicitation.

- S. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the first floor bulletin board, on the DMV web site (www.dmvnow.com) and on the DGS/DPS eVA web site (www.eva.state.va.us) for the minimum of 10 days.
- T. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- U. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or

disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- V. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- W. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders must register in eVA; failure to register will result in the bid being rejected.
- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
 - b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate Transaction Fee specific below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
 - c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- X. **SET-ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. Small businesses must be certified by the Virginia Department of Minority Business Enterprise not later than the solicitation due date and time. DMBE-certified women- and minority-owned businesses are also considered small businesses when they have received DMBE small business certification.

VII. SPECIAL TERMS AND CONDITIONS:

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to DMV will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.

- C. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. DMV, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- D. AWARD OF CONTRACT: Awards are made to the lowest responsive and responsible Bidder. Due consideration will be given to price, previous experience, and the ability of the bidder to render required services. DMV reserves the right to conduct any test it may deem advisable and to make all evaluations. DMV reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
- E. BID ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for 45 days. At the end of the 45 days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- F. CANCELLATION OF CONTRACT: DMV reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- G. CONFLICT OF INTEREST: The Contractor warrants that he has fully complied with the State and Local Government Conflict of Interests Act (Section 2.1-639.1 et seq. of the Code of Virginia), The Virginia Governmental Frauds Act (Section 18.2-498.1 et seq.), Articles 2 and 3 of Chapter 10 (Crimes Against the Administration of Justice) of Title 18.2, and Article 4 (Ethics in Public Contracting) of the Public Procurement Act (Section 11-72 et seq.).
- H. CONTRACTOR REGISTRATION: If a contract for construction, removal, repair, or improvement of a building or other real property is for seventy thousand dollars (\$70,000) or more, or if the total value of all such contracts undertaken by Bidder within any twelve-month period is five hundred thousand dollars (\$500,000) or more, the Bidder is required under Title 54, Code of Virginia (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR". If such a contract is for seventy five hundred dollars (\$7,500) or more (one thousand dollars [\$1,000] for electrical, plumbing and HVAC work) but less than seventy thousand (\$70,000), the Bidder is required to be licensed as a "CLASS B CONTRACTOR". If such a contract is for one thousand dollars (\$1,000) or more but less than seventy five hundred dollars (\$7,500) and is not for electrical, plumbing and HVAC work, the Bidder is required to be licensed as a "CLASS C CONTRACTOR". The Bidder shall place on the outside of the envelope containing the bid and shall place in the bid over his signature whichever of the following notations is appropriate inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____
Specialty No. _____

Licensed Class B Virginia Contractor No. _____
Specialty No. _____

Licensed Class C Virginia Contract No. _____
Specialty No. _____

If the Bidder shall fail to provide this information on his bid or on the envelope containing the bid and shall fail to promptly provide said Contractor license number to DMV in writing when requested to do so before or after the opening of Bids, he shall be deemed to be in violation of Section 54-1115 of the Code of Virginia (1950), as amended, and his bid will not be considered.

If a Bidder shall fail to obtain the required license prior to submission of his bid, the bid shall not be considered.

I. BID EVALUATION PROCEDURES:

Total lump sum bid of labor for each LOT based on (8) eight hours of labor for LOT 1 and 2, and (3) hours for LOT 3.

J. IDENTIFICATION OF BID ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>March 8, 2007</u>	<u>3:00 p.m.</u>
Name of Bidder	Due Date	Time
_____	<u>FS07018</u>	
Street or Box Number	IFB No.	
_____	<u>Furniture Installation and Moving Services</u>	
City, State, Zip Code	IFB Title	

Name of Contract Officer: Michael Baxter, Director of Facilities

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid not contained in the special envelope is mailed, the Bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids should be placed in the envelope.

K. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

L. MINORITY/WOMEN OWNED BUSINESS SUBCONTRACTING AND REPORTING: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted, and type of product/service provided.

M. PARKING: Prior to the Contractor starting work, the Agency will designate an area near the site for the Contractor's employees and others connected with the work to park vehicles. Parking shall be restricted to this area.

- N. RENEWAL OF CONTRACT: This contract may be renewed by DMV upon written agreement of both parties for three (3) successive one year periods, under the terms and conditions of the original contract, except as stated below. Written notice of DMV's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- If DMV elects to exercise the option to extend the contract for any or all of the available extension periods, the contract prices for each additional period shall increase/decrease the contract prices of the previous period by no more than the percentage increase/decrease of the "Services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- O. SAFETY STANDARDS: All personnel shall at all times wear approved clothing, hard hats, safety vest, and any other equipment required to meet OSHA standards. They will obey all safety rules and regulations and will not create hazardous conditions within the operation. The Contractor must meet motor carrier safety regulations (Federal and State), as applicable. It is the Contractor's responsibility to ensure the OSHA regulations are met in all applicable areas for all exposures encountered during the term of the contract.
- P. TELEPHONE NUMBERS: List the name or names of your company's point of contact along with their telephone and facsimile numbers below.
- Name of Contact Person _____
- Telephone: _____
- Mobile/Cell Telephone: _____
- Fax: _____
- Q. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted, and type of product/service provided.
- R. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- S. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish DMV the names, qualifications, and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- T. SUPERVISION BY CONTRACTOR: The Contractor shall, at all times, enforce strict discipline and good order among the workers performing under the Contract, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him.
- U. WORK SITE DAMAGES: Any damage to finished surfaces resulting from work performed under this Contract shall be repaired to DMV's satisfaction at the Contractor's expense.

- V. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS:** It is anticipated that the contract will result in multiple eVA purchase orders (i.e. one for each year of contract) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be assessed and downloaded for www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

- VIII. **METHOD OF PAYMENT:** Payment will be made upon completion of work and submission of an invoice for payment by the Contractor. **Invoices shall be submitted to the Department of Motor Vehicles, Financial Management Services, P. O. Box 25700, Richmond, Virginia 23260.**

IX. PRICING SCHEDULE:

The Contractor agrees to provide the goods and services in compliance with the scope of work and terms and conditions of the IFB for the following fixed price:

Typical Workstation: the space and panels required to accommodate one person. The panels could be powered or non-powered, any size; and the components may include, but not be limited to, panels, work surfaces, storage components, paper management and seating.

Overtime rate includes holidays designated by the Commonwealth of Virginia; time outside 8:00 AM to 5 PM, Monday through Friday; and weekends.

LOT 1 – OFFICE SYSTEM: One to forty typical workstations, case goods and seating

Category	U/M	\$ Cost
Installer	hour	
Installer Overtime	hour	
Laborer	hour	
Laborer Overtime	hour	

LOT 2 – OFFICE SYSTEM: Over forty typical workstations, case goods and seating

Category	U/M	\$ Cost
Installer	hour	
Installer Overtime	hour	
Laborer	hour	
Laborer Overtime	hour	

LOT 3 – HAULING AND MOVING: Transportation will be provided as needed. These requirements shall be outlined and stipulated by the Installation Coordinator. Transportation shall be identified separately from Lot 1 and 2 and further identified separately on billing documents. There will be occasions where DMV will require the contractor to provide vehicles and drivers to support delivery and installation.

Category	U/M	\$ Cost
Van Use	hour	
Truck Use	hour	
Tractor Trailer Use	hour	
Driver/Supervisor (Regular Time)	hour	
Helper (Regular Time)	hour	
Driver/Supervisor (Overtime)	hour	
Helper (Overtime)	hour	
Returnable Boxes, if returned	each	
Returnable Boxes, if not returned	each	
Mileage rate for delivery and pickup of	car mile	

boxes and packing supplies.		
Mileage rate to the agency's "moved from" site or from the agency's "moved to" site when over thirty (30) miles from the Contractor's site.	car mile	

X. OTHER ATTACHMENTS:

Attachment A - Bidder Data Sheet

Attachment B - Criminal History Background Check Certification

BIDDER DATA SHEET
(To be completed by Bidder)

Note: The following information is required as part of your response to the solicitation. Failure to complete and provide this sheet may result in finding your bid non-responsive.

1. Qualification: The Bidders must have the capability and capacity in all respects to fully satisfy all the contractual requirements. DMV reserves the right to inspect the facilities and equipment of all Bidders prior to awarding a contract.
2. Bidder's Primary Contact: Name: _____ Phone: _____
3. Years in Business: Indicate the length of time you have been in business providing these type of goods:
 Years _____ Months _____
4. Vendor Information:
 FIN or FEI Number: _____
 If Company, Corporation, or Partnership
 Social Security Number: _____ If Individual
5. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: _____ Contact: _____

Phone: () _____ Fax: () _____ Email: _____

Project: _____

Dates of Service: _____ \$ Value: _____

B. Company: _____ Contact: _____

Phone: () _____ Fax: () _____ Email: _____

Project: _____

Dates of Service: _____ \$ Value: _____

C. Company: _____ Contact: _____

Phone: () _____ Fax: () _____ Email: _____

Project: _____

Dates of Service: _____ \$ Value: _____

I certify the accuracy of this information:

Signed: _____ Title: _____ Date: _____

ATTACHMENT B

**CONTRACTUAL SERVICES
CRIMINAL HISTORY BACKGROUND CHECK CERTIFICATION**

I, _____, as proprietor of _____
company hereby certify that all personnel assigned to work at the DMV have obtained a criminal history
background check. I further certify that the following employees have no incidents of felony or larceny crimes.

(Signature)

NAME	SS#	BIRTHDATE	ADDRESS	PHONE #
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